

**ATTACHMENT F**

**TO**

**BASIC ORDERING AGREEMENT**

**ATTACHMENT 1**

**STATEMENT OF WORK**

**COMPUTERIZED**

**INVOICE**

**(Attachment F)**  
**INVOICE FORMAT**

**Header**

<u>Name</u>	<u>Columns</u>	<u>Type</u>	<u>Description</u>
Record ID	1-3	\$\$\$	Three dollar signs (\$); identifies the record as an invoice header record.
Laboratory	4-5	Alpha-Numeric	Laboratory code assigned by GM to identify the laboratory performing the analysis.
Invoice date	6-11	Numeric	Date of the invoice in MMDDYY format.
Period beginning	12-17	Numeric	Beginning date of the invoice period in MMDDYY format.
Period ending	18-23	Numeric	Ending date of the invoice period in MMDDYY format.
Beginning batch number	24-30	Alpha-Numeric	Beginning batch number for the invoice.
Ending batch number	31-37	Alpha-Numeric	Ending batch number for the invoice.
Invoice number	38-45	Alpha-Numeric	Laboratory invoice number.
Invoice amount	46-54	Numeric	Total amount of the invoice, right justified in \$\$\$\$\$\$¢¢ format.
Contract number	55-66	Alpha-Numeric	Savannah River Site number for the contract awarded to the laboratory.

Delivery Order Number	67-78	Alpha-Numeric	Delivery order number for a specific contract.
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### Special Items

<u>Name</u>	<u>Columns</u>	<u>Type</u>	<u>Description</u>
Record ID	1-3	###	Three pound signs (#); identifies the record as a special items invoice record.
Laboratory	4-5	Alpha-Numeric	Laboratory code assigned by GM to identify the laboratory performing the analysis.
Invoice date	6-11	Numeric	Date of the invoice in MMDDYY format.
Period beginning	12-17	Numeric	Beginning date of the invoice period in MMDDYY format.
Period ending	18-23	Numeric	Ending date of invoice period in MMDDYY format.
Beginning batch number	24-30	Alpha-Numeric	Beginning batch number for the invoice.
Ending batch number	31-37	Alpha-Numeric	Ending batch number for the invoice.
Invoice number	38-45	Alpha-Numeric	Laboratory invoice number.
Net price	46-52	Numeric	Net price, right justified in \$\$\$\$¢¢ format.
Description	53-80	Alpha-Numeric	Description of the charge.

## Analyses

<u>Name</u>	<u>Columns</u>	<u>Type</u>	<u>Description</u>
Record ID	1-3	***	Three asterisks (*); identifies the record as an analyses invoice record.
Well name	4-13	Alpha-Numeric	Name of the well from which the sample was collected (as described in the Analytical Data Format).
COC number or Bottle Label Number	14-21	Alpha-Numeric	Identifier of the chain-of-custody form that requested the analysis to be performed, or the bottle label number. The STR will specify whether to use COC number or Bottle Label number.
Secondary identifier	22	Alpha-Numeric	Used as an alternate identifier by GM.
Sample date	23-28	Numeric	Date that the sample was collected in MMDDYY format.
Analysis date	29-34	Numeric	Date that the analysis was performed in MMDDYY format.
Laboratory code	35-36	Alpha-Numeric	Laboratory code assigned by GM to identify the laboratory performing the analysis.
Laboratory sample	37-51	Alpha-Numeric	Identifier used for the sample by the analytical laboratory.
Test name or Line Item Number	52-61	Alpha-Numeric	The coded identifier for the analyte, or the line item of the contract. The STR will specify whether to use Testname or Line Item number.
Invoice number	62-68	Alpha-Numeric	Laboratory invoice number.
Unit price	69-75	Numeric	Unit price, right justified in \$\$\$\$¢¢ format.

Surcharge or Penalty	76-81	Numeric	Total surcharge and penalties to unit price, right justified in \$\$\$\$¢¢ format.
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### **Analyses - Continued**

<u>Name</u>	<u>Columns</u>	<u>Type</u>	<u>Description</u>
Net price	82-88	Numeric	Net price, right justified in \$\$\$\$¢¢ format.
Special Request	89	Alpha-Numeric	Enter "R" if this is a requested reanalysis.
Price qualifier	90-110	Alpha-Numeric	Qualifier code assigned by GM to identify special prices, penalties and/or surcharges.

### **Codes for Price Qualifier**

<u>Code</u>	<u>Penalty/Surcharge</u>	<u>Description</u>
H	Holding Time	Analytical holding time not met
D(n)	Late Penalty	Penalty for late delivery. Replace n with the number of the week in which the delivery is late (up to 4 weeks)
R(nn)	Rush Order	Surcharge for rush. Replace n with the number of days for reporting.